

DD/S 71-1216

16 APR 1974

MEMORANDUM FOR: Director of Communications
Director of Logistics
Director of Security

SUBJECT : Procedures for Preparing to Install an ADP Remote
Terminal Device

1. The attachment, agreed upon at a recent meeting of the Technical Facilities Committee, sets forth the intra-Directorate procedures to be followed when an Agency component requests the installation of an ADP remote terminal device.

2. Since I understand that the procedures enumerated in the paper are already being followed in principle, the attachment shall be effective upon receipt.



John W. Coffey
Deputy Director
for Support

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Attachment

cc: Director of Computer Services

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